

# Logging in for the first time

## Step 1: Log In

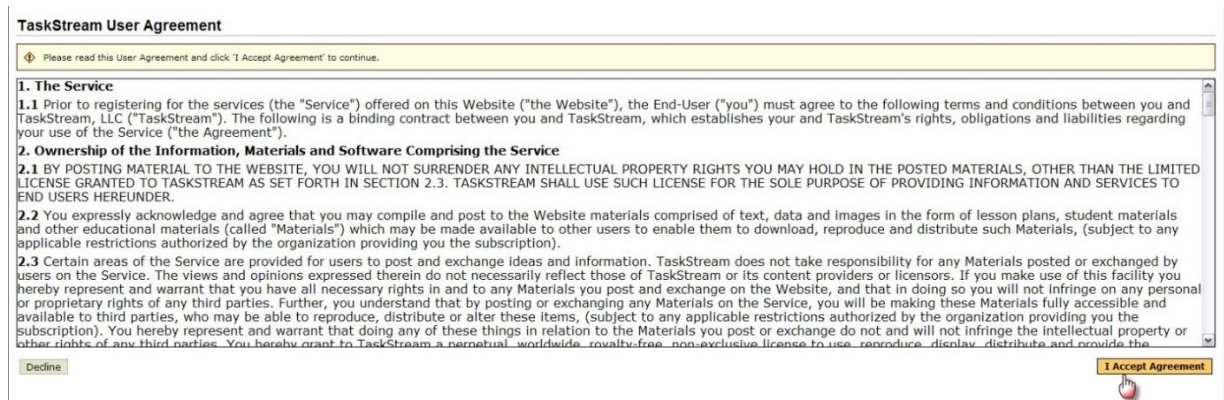
Go to [taskstream.uncc.edu](http://taskstream.uncc.edu) and use your Ninernet ID and password to log in. \*If your credentials do not work, you will need to email [taskstream@uncc.edu](mailto:taskstream@uncc.edu) with your name, position, department, and 800# so you can be added.



The image shows the login page for TaskStream at UNC Charlotte. It features a green header with the UNC Charlotte logo and the text "Web Authentication @ UNC Charlotte". Below the header is a photograph of a brick building. To the right of the photo are two input fields: "NinerNET ID:" and "Password:". Below these fields is a yellow "Log In" button and a link that says "Forgot your password?".

## Step 2: Accept the User Agreement

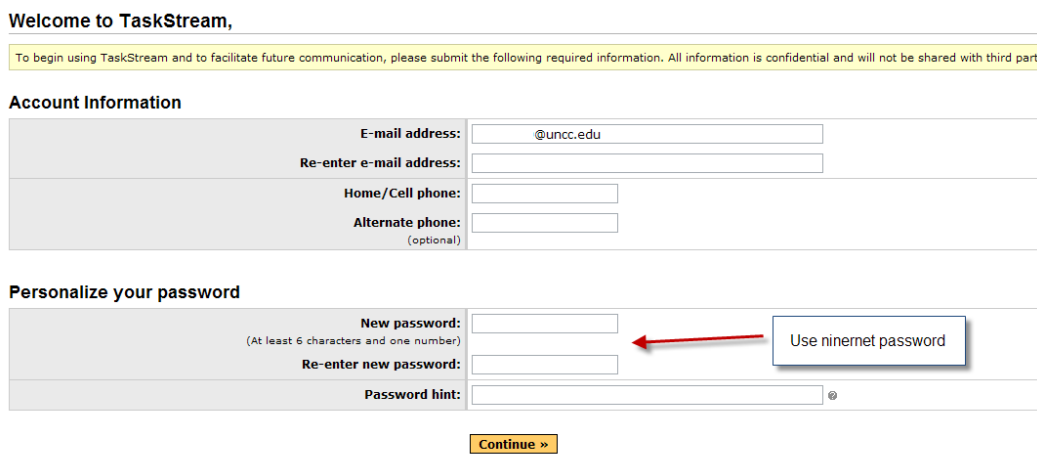
Click on "I Accept Agreement"



The image shows the "TaskStream User Agreement" screen. At the top, it says "TaskStream User Agreement" and "Please read this User Agreement and click 'I Accept Agreement' to continue." Below this is a scrollable area containing the terms of the agreement, including sections on "The Service", "Ownership of the Information, Materials and Software Comprising the Service", and "License". At the bottom right of the scrollable area is a button labeled "I Accept Agreement".

## Step 3: Enter Your Account Information and Details

Make sure to use your UNC Charlotte email address and Ninernet Password. Please note: This will not affect or change any existing passwords you have.



The image shows the account creation form for TaskStream. It starts with "Welcome to TaskStream," followed by a note: "To begin using TaskStream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties." The form is divided into two main sections: "Account Information" and "Personalize your password".

**Account Information:**

- E-mail address: [input field with "@uncc.edu" pre-filled]
- Re-enter e-mail address: [input field]
- Home/Cell phone: [input field]
- Alternate phone: [input field] (optional)

**Personalize your password:**

- New password: [input field] (At least 6 characters and one number)
- Re-enter new password: [input field]
- Password hint: [input field]

A red arrow points from a box labeled "Use ninernet password" to the "New password" input field. At the bottom of the form is a yellow "Continue »" button.